

ADMINISTRATIVE-INTERNAL USE ONLY

6 August 1975

OFFICE OF PERSONNEL MEMORANDUM NO. 20-7-1

SUBJECT: Employee Grievances

A. POLICY

It is Agency policy that employees have the opportunity to present grievances for prompt and equitable consideration and disposition.

It is Directorate and Office of Personnel policy to provide channels for the employee to follow in seeking satisfaction or resolution of grievances.

B. PROCEDURES FOR HANDLING GRIEVANCES

Any employee of the MP Career Sub-Group has recourse to a grievance mechanism designed to facilitate resolution of problems that may arise between management and employees.

First, the employee should arrange a meeting with his immediate supervisor, unless this is impractical in the circumstances of the case, to attempt to resolve the problem.

If the complaint is not resolved at the supervisor level, an employee should contact the designated grievance counselor, who is the OP/CMO, for information, advice, and assistance. The grievance counselor will help the complainant define and understand the situation and suggest appropriate means of resolving the problem.

An employee who is still not satisfied with the resolution proposed by the grievance counselor may request a meeting with one of the three Deputy Directors, namely the Deputy for Recruitment and Placement, Deputy for Special Programs, or Deputy for Plans and Control. If a decision cannot be reached without the intervention of the Director of Personnel a formal grievance complaint would most likely be in the interest of all parties. Directorate and Agency policies and procedures for the submission of formal employee grievances are described in the DDA Personnel Management Handbook, [ ] and [ ]

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Recourse to the informal grievance procedure is an employee right and shall not lead to any form of reprisal.

[Redacted Signature]

Director of Personnel

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